INSTRUCTIONS FOR EMAILING YOUR REQUEST FOR DOCUMENT REVIEW OF DIVORCE PLEADINGS TO KANSAS LEGAL SERVICES

Once you push the "Get Document" button, you will see the screen below.

You may get your document, save it and attach it in an email using your own email account and sending the first page of the document to KLS at

Kls-topeka@klsinc.org

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Click "Continue" to see the options to email your paperwork to us.

- 1) First Save your answers. Then if there are problems you can return and fix them by going through the interview again. You won't have to reenter your information.
- The use the button to "GetYour Document", if you want to review the paperwork first. Don't close out of this program. You can also use the email option to send us the papers.
- 3) Email your documents to kls-topeka@klsinc.org (This is a tricky email address, so enter it carefully. List your email address as the "From" email

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 Click "Send" to send your application to Kansas Legal Services at <u>kls-</u> <u>topeka@klsinc.org</u>. We will send you an acknowledgement within 24 hours of receiving your papers.

Note: If you have already closed out of the program, you can still send us the documents. You can find the document in your computer in whatever name you saved it under. If you didn't give it a name, it will have a number title. The number will be something like this: 2012-10-04-6806379075, where the year – month-day are the first set of numbers and are the date you completed the application. If you didn't choose another place to save the document, look in a folder named: **Downloads**. It is probably in you're My Documents folder, if you use Microsoft Word.

You only need to send us the first page, initially. You can find the file, copy and paste the information on the first page to an email sent to <u>kls-topeka@klsinc.org</u>.